

**CALIFORNIA STATE COUNCIL ON DEVELOPMENTAL DISABILITIES**

**Executive Officer**

***APPLICATION PACKAGE***

The purpose of this application package is to provide the Selection Committee and the Council with information pertaining to critical aspects of your qualifications as they pertain to this position. Please submit the following:

1. A **Resumé** that clearly addresses your experience, job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications.
2. A **Statement of Qualifications** that describes your experience as it relates to the duties, desirable qualifications and knowledge and abilities of the Executive Officer position. The Statement of Qualifications should not exceed three pages in length.

To assist you, enclosed is a copy of the Executive Officer Job Announcement and Duty Statement. You may also access the SCDD website ([www.scdd.ca.gov](http://www.scdd.ca.gov)) for additional information.

**A completed application package includes the following: your Resumé and Statement of Qualifications.**

Please return your completed application package to the following:

Executive Officer Search Committee  
Department of Developmental Services  
1600 Ninth Street, Room 340, MS 3-14  
Attention: Elizabeth Dolezal

**Completed application packages must be received by 5:00 p.m. on April 22, 2005.**